<u>PUBLIC HEALTH MEDICAL ADMINISTRATOR II, C.E.A.</u>

<u>ANTICIPATED BULLETIN RELEASE DATE:</u>   JANUARY 2015

Once the bulletin is released, please follow these steps:

<u>STEP 1:</u> **You must meet the Minimum Qualifications before applying.**

<u>MINIMUM QUALIFICATIONS:</u>

Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.) and Possession of a valid certificate issued by an American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board.

AND

Broad and extensive administrative experience (over five years) as either a Board-eligible or Board-certified physician in a public health program. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

<u>STEP 2:</u>

Participate in the examination:
- You may obtain a (STD 678) application at: jobs.ca.gov. Select the "my profile" tab and follow the instructions to fill out the state application.
- Submit the (STD 678) State application, educational materials, etc., for review to:
  - o Department of Public Health
    Selection & Certification Unit
    1501 Capitol Ave, Suite 71.1501
    P.O. Box 997378, MS 1700 – 1702
    Sacramento, CA 95899-7378
- After the examination is completed you will receive a "test results" notification letter.
- If successful, candidates will obtain eligibility and be placed on the certification list.

<u>STEP 3:</u>

Apply for job vacancies:
- Successful candidates can search the jobs.ca.gov website for vacant positions.
- Send the STD 678 state application, educational materials, etc., to the specific job location/department which is located on the job advertisement.